

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are processing and maintaining departmental records and reports, purchasing supplies and equipment for the department, typing forms and letters, and serving as receptionist for department officers. Employees of this class perform routine tasks independently and receive instructions for special tasks from the Fire Chief or from designated department officers. Work is reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports or returns them for correction. Inspects systems and facilities for maintaining records and reports to see that these are adequate. Processes or files department records and reports according to established procedures.

Enters routine information in department records. Fills out forms or records assigned. Compiles and organizes data needed and writes reports required to document activities of the department. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions.

Sets up a filing system; revises the system when necessary. Files correspondence, cards, forms, records, or reports alphabetically, numerically, chronologically, or geographically. Retrieves information or documents from the files.

Accounts for money and assets of the department. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Assists in the preparation of the departmental operating budget. Prepares purchase requisitions according to department procedures. Orders and disburses supplies and equipment.

Gets estimates on repair costs for equipment, locates repair services, and arranges for repairs and maintenance of equipment. Inspects equipment to insure that repairs were

properly accomplished.

Opens incoming mail for the department, and sorts and distributes the mail. Processes outgoing mail and interdepartmental correspondence. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers the caller following department procedures.

Acts as receptionist, screens visitors, and directs them to individuals and offices that can help them. Answers questions and handles any routine requests by visitors. Keeps records for the Fire Chief of his schedule and notifies him of his appointments, meetings, or other scheduled events.

Types letters, forms, memos, statements, formal reports or any other documents assigned. Takes dictation and transcribes from longhand notes. Transcribes dictation from a voice machine, dictaphone, or transcriber. Proofreads typed material and corrects errors.

Operates a copying or duplicating machine. Operates a calculator or adding machine. Develops new procedures for office functions when necessary. Takes minutes or notes at meetings.

Conducts tours of department facilities for school or civic groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must have at least _____ years of experience in general office work, including the production and maintenance of forms and records.

OR

Must have completed a course of study in business records or some related field at a business college, vocational or technical school, or some other institution of higher education.

Must present a certificate verifying the ability to type _____
words per minute.